

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
Choose an item.		
3b. SUBJECT TO IDENTICAL POSITIONS? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____ <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:				
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
Accountant	
8. OFFICE/SECTION: Office of Financial Management	a. First Subdivision: Accounting Team
b. Second Subdivision:	c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION	
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

This position is in the Office of Financial Management (OFM), USAID/Colombia, Bogota. The primary purpose of this position is to serve as an Accountant within OFM. USAID/Colombia has a diverse and complex program which is the largest bilateral program, in terms of funding, in the LAC Bureau. The incumbent is responsible to support the operating expense (OE) and program accounting for USAID/Colombia. S/he manages OE and program accounting transactions in Phoenix, maintains the integrity of the automated accounting system, and produces financial reports. The incumbent executes the 1221 Cash Reconciliation process monthly. In addition, s/he serves as the lead Timekeeper for local and TCN staff time and attendance. S/he manages the Mission's Declining Balance Card (DBC) program and manages the petty cash system for the Mission.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

I. Accounting & Budget Responsibilities: 40%

S/he supports the Accounting Section in all accounting operations of OE and program funded activities for USAID/Colombia, including OFDA & OTI funds.

The incumbent's primary duties are to review and evaluate the consistency and soundness of program and administrative-type financial transactions, interpret the financial data, and create useful information that supports managerial decisions for USAID/Colombia. In that capacity, the incumbent:

- Must have a good knowledge and understanding of the myriad of applicable laws (e.g. U.S. appropriations law), USAID accounting regulations, policies and procedures, professional accounting principles, theories and practices, etc. to ensure transactions are valid and conform with all applicable laws, regulations, and other directives. If necessary, the incumbent should recommend necessary corrections, adjustments, or modifications to postings to adhere to standards. All the above in his/her role to provide support of the accounting processes and transactions of the Mission.
- Is responsible for reviewing and processing documentation related to commitments, sub-commitments, obligations, and sub-obligations for validity and funds availability. S/he will take into consideration USAID regulations to ensure funds are properly allocated and utilized appropriately.
- S/he assists in the preparation of the administrative cost budgets for USAID/Colombia based on detailed forecasts, analysis of expenditures of past activities, and current requirements. Budget estimates must be well-supported and justifications documented.
- Performs special analyses as needed by Mission management including evaluations of the Mission's training, travel budget expenditures, Mission's tax reports, etc.
- When necessary, s/he prepares special budget reports for USAID/Washington and internal Mission use.
- As required, prepares journal vouchers to increase or decrease existing obligations, to correct obligations; and prepares SF1081s to transfer disbursements and/or collections between appropriations. As needed s/he will assist in recording of transactions in the accounting system related to quarterly accruals and 1311 Review. In addition, documents all decisions, obtains necessary approvals, takes required actions to update the accounting system and maintains files for audit purposes.

II. Cash Reconciliation: 20%

- S/he supports the OFM accountant to perform the cash reconciliation process. S/he reconciles USAID/Colombia operations with State Department's Charleston Disbursing Office and U.S. Treasury's Kansas Financial Management Center (FMC), including preparing, analyzing, and transmitting SF-224s, Statement of Differences, and Monthly Certifications.
- S/he compares and analyzes reconciliation reports for Colombia to identify and detect any unmatched and unreconciled items within appropriated funds between transactions recorded by the Mission, the U.S. Treasury, and the USDO, and ensures that adjustments are properly and timely recorded in compliance with Agency standards.

- Works with payment colleagues to research and post the monthly 1166 reconciliation items and takes the necessary action to resolve any OFM posting problems and to clear the reconciling items in a timely manner. Maintains a current list of any open reconciling items.

III. Time & Attendance. 20%

- This position serves as the lead timekeeper and SME for local staff for Time and Attendance (T&A). Every pay period, the incumbent must perform quality control and confirm the data reported by local staff in the WebTA system, to assure that the time & attendance is accurately reported. To perform this task, the incumbent will use both WebTA and USDO Charleston Tableau reports. In case of inconsistencies, s/he must contact the appropriate employees, timekeeper, and/or supervisors to make corrections before timesheets are certified.
- Runs the reports every pay period for local staff T&A, uploads them to SHIFTS, and confirms to USDO Payroll by email that reports have been uploaded.
- The incumbent is responsible for creating or changing profiles in the WebTA system for new local staff and TCNs.
- Provides training to new staff regarding the WebTA system, and also on the regulations and procedures that govern T&A. S/he is responsible to train his/her back stop and the timekeepers in charge at the individual offices.
- Prepares the Unfunded Leave report for the quarterly data calls.
- S/he is the liaison to solve T&A related issues of FSNs, USDH & USPSCs.

IV. Declining Balance Card (DBC) and Petty Cash Management. 20%

- S/he coordinates and manages the Declining Balance Card (DBC) program of the Mission. As such, the incumbent is responsible for providing guidance and training to USAID staff regarding the appropriate use of the DBC. Provide the user agreement to the staff interested in participating in the DBC program and hold it on file. Safeguard the DBCs and keep logs about the status of each card.
- S/he sets the DBC availability upon traveler/travel arranger request and submission of an approved TA. Serve as the primary point of contact between the cardholder and Citibank. Provides DBC statements for the cardholders at the end of each trip. Request the renewal of cards prior to the expiration date of the DBCs, therefore s/he will keep a log to check the expiration date of the DBCs to make sure that the cards will be active during official travel.
- Downloads monthly statement to prepare vouchers for Citibank payment.
- The Accountant maintains the use of a local Colombian bank credit card to obtain cash to pay for Mission-authorized "Petty Cash" transactions. The incumbent ensures that all disbursements are in accordance with applicable U. S. Government regulations, established Mission procedures, including advance approvals of the Finance Management Officer and/or Executive Officer as appropriate. In addition, he/she prepares withdrawal forms for the authorized officer's signature as needed, ensuring that sufficient funds are on hand at all times to satisfy the cash payment and minor procurement needs of the Mission.
- The Accountant maintains the cash, paid receipts, credit card forms and related documentation in the cashier's safe, which is entirely the employee's responsibility.
- In conjunction with a Financial Analyst, the incumbent is responsible to participate in monthly cash-counts.
- On a weekly basis, the employee prepares a replenishment voucher for reimbursement payments to the credit card bank obtaining all necessary clearances and final approval from the Controller or his/her designee in Bogota. The incumbent is also responsible to monitor all cash withdraws, payments, and other charges against the monthly credit card statement.
- The incumbent is responsible to provide proper training to the Alternate Cashier as needed.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Bachelor's Degree in Accounting, Finance, Business Administration, or equivalent is required.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in accounting, budgeting, bookkeeping or closely related work is required.
- c. **Post Entry Training:** Obtain knowledge of USAID's financial and accounting processes and procedures. Training in USAID accounting, U.S. Government accounting regulations, E2 travel system and the Phoenix financial system. Special training courses in U.S. Government accounting.

CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS 495maa.

- d. **Language Proficiency:** Fluency in English (level IV) and Spanish (level IV).
- e. **Job Knowledge:** A thorough knowledge and understanding of professional budgeting and accounting principles, theories, practices, and terminology. Must be able to identify documents that require correction or modification. Must be able to communicate issues verbally with non-accounting individuals. Must maintain cordial working relationships. Must demonstrate teamwork skills.
- f. **Skills and Abilities:** Must have the ability to analyze numerous accounting records and determine the need for adjustments, as well as to record, reconcile, and balance accounts. Must be able to make independent judgements. Must be able to develop and maintain contacts with USAID/Colombia's operations staff. Must be able to gather and present facts and recommendation in a clear and concise manner, both orally and in writing. Computer skills are required, specifically with Microsoft Office Suite, application of spreadsheet (Excel) and word processing (Word) is required to prepare and record budget information and supporting worksheets and reports. Must be able to compile and present financial and related information in a concise and fully professional manner. In all tasks, must keep the Chief Accountant informed of any discrepancies, problems, or potential noncompliance issues, and develop recommendations for their resolution.

16. POSITION ELEMENTS

- a. **Supervision Received:** The accountant will be supervised by the Chief Accountant. General supervision is received from the Controller (FM's USDH office director) and Deputy Controller. Incumbent will work independently with minimum supervision, setting own priorities and establishing deadlines after trained.
- b. **Supervision Exercised:** Supervision of other staff is not contemplated.
- c. **Available Guidelines:** Established Mission policies and procedures, Automated Directive System – ADS (specifically ADS Series 600), Standardized Regulations, Foreign Affairs Manual and Foreign Affairs Handbook, FM Bulletins, ICASS Handbook, Phoenix manuals and periodic orders/notices.
- d. **Exercise of Judgment:** Expected to exercise complete professional judgment within parameters established by supervisor and must be able to apply prescribed guidelines effectively and independently to his/her work. There is reliance placed on the judgement of the employee in providing advice on the financial aspects of USAID/Colombia's OE and Program accounting and in s/he other duties. Advice and recommendations are reviewed in connection with the needs of the operating support units.
- e. **Authority to Make Commitments:** The Job Holder may not independently commit the USG to the expenditure of funds; but takes action and establishes priorities based on available guidelines and professional judgment.
- f. **Nature, Level, and Purpose of Contacts:** Principal contacts are with key USAID staff to coordinate and monitor complete inflow and outflow of information through the system. Must be able to communicate effectively with all employees and with a variety of contractors and vendors, including staff from the Department of State.
- g. **Time Expected to Reach Full Performance Level:** One year.